

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRAVIS COUNTY DRIVEWAY IN RIGHT-OF-WAY PERMIT

Travis County approval is required if your property is outside corporate city limits and you are establishing a driveway location onto public right-of-way. **EXCEPTION:** If your access is onto a state road such as **FM 2322** (also called **Pace Bend Road**) or **FM 2304** (also called **Manchaca**), you obtain your Driveway Permits from **Texas Department of Transportation at 832-7112**.

**NOTE:** A driveway permit is required for all Commercial type permits that are establishing a driveway location onto public right-of-way.

Provide the date of application submittal.

1. Provide the correct site address of the property. If an address is unknown, call 911- Emergency Addressing Division at (512) 974-2797.

Provide a complete legal description of the property. In most cases this will consist of the subdivision name, section and/or phase, lot number and block. If the property is not part of a platted subdivision, the acreage, survey name and tax parcel identification number **MUST** be provided. The tax parcel I.D. number can be obtained from the Travis Central Appraisal District (T.C.A.D.) at (512) 834-9317 or [www.traviscad.org](http://www.traviscad.org)

2. A. Classify the driveway usage as residential or commercial.

B. Classify your driveway approach as culvert style, dip-style or curb and gutter style. On non-curb and guttered streets, a representative of TNR will conduct a site visit to insure driveway type and/or culvert size. A 18" minimum diameter or design 2 is required for a culvert pipe. If this size or larger culvert cannot be placed per regulations, then a dip style driveway must be constructed. The portion of the proposed driveway we will be inspecting is within Right of Way not on your private property, therefore TNR **will not** contact you prior to visiting the site. Please make sure the properties address is posted and visible from the street. Details of construction will be provided with the driveway approval.

C. Provide the number of driveways and their approximate width at the property/right-of-way line. Per our regulations, a **RESIDENTIAL** driveway may be a minimum of 12 feet wide and a maximum of 25 feet wide at the property/right-of-way line. **NOTE:** The minimum spacing for a residential property with two driveways on one street is 100 feet from centerline to centerline of the proposed driveways.

For a **COMMERCIAL** driveway requirement follow the City of Austin Transportation Design Standards for Driveways (table S-2). (See also Travis County Standards for Construction of Streets and Drainage in Subdivisions Section 82.302 (h) Driveways and The City of Austin Transportation Design Standards for Driveways).

3. A. Provide the approximate date of construction/installation.

B. **PROVIDE A SITE PLAN**, showing the boundary of the property and any existing structures or improvements including mailboxes, guardrails, drainage inlets, etc. Show your proposed driveway location with distance from lot corner and the distance between the edge of pavement and your property line. Label these features clearly. (Provide a complete set of site plans of construction for non-residential or commercial driveways.) Please note: An incomplete or inadequate site plan will delay the approval of your application.

C. If the property does not have adequate street frontage and access is obtained by way of another property, not owned by this applicant, include a copy of the access/roadway easement that allows this access.

Sign the application and provide a current mailing address and daytime telephone number of the applicant or agent.

**By order of the Travis County Commissioners the fee for a driveway permit is \$55.00**

Please submit the completed application with site plan at 700 Lavaca Street, 5<sup>th</sup> Floor, between 8:30AM and 4:00PM. Or Mail to: Travis County Transportation and Natural Resources, ATTENTION: Permits, P.O. Box 1748, Austin, Texas 78707.

If you require further information, please call Permits at (512) 854-4215